



California Health Sciences University

CHSU TUITION REFUND POLICY

I. PURPOSE

The purpose of this policy is to describe when students may become eligible for partial or complete tuition and fees reimbursements and how such reimbursements will be calculated.

II. RIGHT TO CANCEL AND REFUND

A student has the right to cancel their enrollment agreement and obtain a refund of all charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the two-hundred and fifty dollar (\$250) non-refundable enrollment confirmation fee.

III. WITHDRAWAL AND ELIGIBILITY FOR TUITION REFUND

A student who withdraws from CHSU prior to the completion of sixty percent (60%) of the semester, but after the seventh day of enrollment, is entitled to a pro-rated refund of unearned institutional charges (i.e., tuition and refundable fees) as described in California Education Code 94920.

A student who withdraws after completion of sixty percent (60%) of the semester is not entitled to any refunds.

For the purpose of determining a refund under only this section, a student shall be deemed to have withdrawn from a program of instruction when the student withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the Student Catalog and Handbook.

Partial attendance or withdrawal from some courses will not entitle a student to any refund under this policy.

IV. CALCULATION AND PAYMENT OF REFUND

For purposes of tuition refund calculations, the withdrawal period will be measured from the date the student actually stops attendance in all courses. Once all calculations are complete, the Business Office will bill or refund the student for any outstanding balance.

The following formula can be used as an example to calculate the refund:

1. Total days in current term – Days in current term completed = Total days not completed
2. Total days not completed/Total days in current term = % of pro-rata refund
3. (Institutional charges* x % of pro-rata refund) – Non-refundable fees** = Total refund owed

*Unearned institutional charges in the pro-rata refund include current term tuition

**Non-refundable fees and charges are: (1) all non-refundable fees as described in the Catalog;



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(2) Student Tuition Recovery Fund fee; and (3) student health insurance premium, if applicable;

Students are not entitled to reimbursement of any outstanding charges that the student has not yet paid to the University.

If the amount of the current term payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within forty-five (45) calendar days after the notice of withdrawal is received by the Office of the Registrar.

If any portion of the tuition was paid from the proceeds of a loan or third party (i.e., scholarship provider etc.), the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that issued the loan.

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- Policy Owner: Chief Financial Officer
 - Effective Date: 6/13/2019
 - Approval by President Date: 6/20/2019
 - Approval by Provost Date: 6/20/2019